



**JFHQ, HUMAN RESOURCE OFFICE  
MARYLAND NATIONAL GUARD  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288  
(410) 576-6108**



You may email application/resume to [HROJOB@mdbalt.ang.af.mil](mailto:HROJOB@mdbalt.ang.af.mil)  
MDNG Vacancies: <https://www.md.ngb.army.mil/HRO/hindex.htm>

<b>VACANCY ANNOUNCEMENT NUMBER</b>	<b>#07-175</b>
<b>POSITION:</b>	<b>Two positions</b> <b>Surface Maintenance Mechanic, WG-5801-05/08/10, PD#: 70636 Sequence #: 325541 and 325538</b> <b>SALARY: WG-05: \$17.21 to \$20.08</b> <b>WG-08: \$19.73 to \$23.00</b> <b>WG-10: \$21.23 to \$24.77</b> (Steps 1-5) per hour and full range of benefits. Relocation expenses will not be paid.
<b>DUTY LOCATION:</b>	<b>Field Maintenance Shop (FMS) #2</b> <b>2101 North Point Boulevard</b> <b>Dundalk, MD 21222</b>
<b>OPEN PERIOD:</b>	<b>OPENING DATE: 29 June 2007</b> <b>CLOSING DATE: 31 July 2007</b>  For detailed information on the application process please see last page of this announcement: <b>APPLICATION INSTRUCTIONS AND GENERAL INFORMATION.</b>
<b>WHO MAY APPLY:</b>	This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current enlisted members of the Maryland Army National Guard and those eligible for enlistment.
<b>DUTIES:</b>	Troubleshoots, performs maintenance and major repairs on heavy-duty mobile equipment, combat, tactical, and automotive vehicles. Troubleshoots, repairs and overhauls major tractors, and accessory equipment. Troubleshoots equipment and diagnoses the cause of mechanical failures by means of visual and auditory checks and/or uses test equipment such as engine analyzers, compression testers, voltmeters, ohmmeters, pressure gauges, and computer diagnostic tools. Removes and disassembles engines and major assemblies, sub-assemblies, components, and fuel, hydraulic, and oil pressure systems. Independently performs repairs and maintenance functions in remote locations that can be accomplished by removing, cleaning, reinstalling, or replacing defective parts of components and systems. Conducts readiness and repair inspections on vehicles and associated equipment supported by the activity. May maintain and repair electronics communication equipment by removing and replacing components and elements. Assists in the maintenance of production reports and records, and makes recommendations to the supervisor. Performs other duties as assigned.
<b>QUALIFICATIONS REQUIRED:</b>	<b>General Experience:</b> Experience, education, or training which demonstrates knowledge of equipment to be able to do routine jobs, simple preventative maintenance tasks, and is able to use common tools and equipment in the line of work. <b>Specialized Experience (WG-05):</b> Must have six (6) months of the following type of experience: experience using common hand tools in making repetitive repairs under close supervision; experience which demonstrates the ability to perform the simpler and routine duties of the trade. <b>Specialized Experience (WG-08):</b> Must have (12) months of the following type of experience: experience using common hand and power tools and a small variety of test and measurement devices to make mechanical repairs; experience removing, adjusting, replacing, cleaning and installing a variety of parts, components and accessories; experience which demonstrates a basic understanding of mechanical, electrical and hydraulic theory applying to vehicles; and skill to replace, fit, install and make adjustments; experience demonstrating an understanding of the makeup and operation of the various individual systems maintained and their interrelationships; experience reading and interpreting parts lists, manufactures' repair manuals, diagrams and electrical schematics. <b>Specialized Experience (WG-10):</b> Must have 18 months of the following type of experience: experience demonstrating ability to diagnose, repair, overhaul and modify equipment, systems and vehicles; experience which provided a thorough knowledge of the mechanical makeup, operation and working relationships of systems, assemblies and parts; experience must also have provided knowledge of mechanical, electrical, electronic, hydraulic, pneumatic and other non-mechanical systems. <b>Physical Effort:</b> Frequently lifts and carries items, unassisted, weighing 40 pounds; and often exerts similar effort in pushing, pulling and positioning parts, assemblies and equipment. Frequently lifts and moves heavier items with the assistance of other workers or with lifting devices such as jacks, hoists and cranes. <b>Military Compatibility:</b> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS: 63, 14J, 14T, 88L, 88P

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	<p><b><u>STATEMENT OF DIFFERENCE (WG-05):</u></b> Assignments as described in the Brief of Duties are preselected for developmental purposes progressing from the more common and typical tasks of the trade to the more difficult tasks as the appropriate skills, knowledge, and abilities are gained by the incumbent</p> <p><b><u>STATEMENT OF DIFFERENCE (WG-08):</u></b> Assignments as described in the Brief of Duties are preselected for developmental purposes and will range from the simpler and more routine tasks of the trade up to and including, under close supervision, journeyman level duties. Assignments will be designed to develop journeyman level practices and skills.</p> <p>*This position has been administratively downgraded for recruitment purposes. Applicants not fully qualified for appointment to this position at WG-10 may be considered for appointment at WG-08 provided they meet the minimum qualifications for the lower grade. Applicants not fully qualified for appointment to this position at WG-08 may be considered for appointment at WG-05 provided they meet the minimum qualifications for the lower grade. If the position is filled at one of the lower levels (WG-05 or WG-08), the incumbent may be promoted to the next higher grade level without further competition when the appropriate qualifications are obtained and with the approval of the selecting official.</p>
<b>BASIS FOR RATING:</b>	<p><b><u>Substitution Of Education for Specialized Experience:</u></b> Successful completion of 30 semester hours or 20 classroom hours of undergraduate study in an accredited college or university may be substituted for 6 months of specialized experience. The education must have been in fields directly related to the type of work of the position.</p> <p>APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.</p>
<b>KSA's (Knowledge, Skill, &amp; Ability)</b>	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <p><b><u>Knowledge, Skills, And Abilities (KSA's) WG-05:</u></b></p> <ul style="list-style-type: none"> <li>(a) Basic knowledge of equipment used in the trades supported;</li> <li>(b) Ability to follow instructions; and</li> <li>(c) Knowledge of the equipment used in the trade performed.</li> </ul> <p><b><u>Knowledge, Skills, And Abilities (KSA's) WG-08:</u></b></p> <ul style="list-style-type: none"> <li>(a) Knowledge of the equipment used in the trade performed;</li> <li>(b) Ability to repair automotive, heavy mobile, electronic, calibration and other types of mobile equipment; and</li> <li>(c) Ability to interpret parts lists, diagrams and electrical schematics.</li> </ul> <p><b><u>Knowledge, Skills, And Abilities (KSA's) WG-10 :</u></b></p> <ul style="list-style-type: none"> <li>(a) Ability to diagnose and modify equipment, systems and vehicles;</li> <li>(b) Knowledge of mechanical, electrical, hydraulic, pneumatic and other non-mechanical systems;</li> <li>(c) Thorough knowledge of the mechanical makeup, operations and working relationships of complex systems, assemblies and parts for a variety of combat, tactical, special purpose vehicles and equipment;</li> <li>(d) Basic knowledge of electronics, sufficient to identify and replace defective components such as sensors, diodes and circuit boards;</li> <li>(e) Skill to use a wide variety of test and diagnostics equipment to perform fault isolation and conduct repair; and</li> <li>(f) Ability to utilize, interpret and apply parts list, manufacturer's repair manuals, technical manuals, diagrams, engineering drawings, diagnostic computer information and schematics.</li> </ul>

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<b>NOTE</b>	<p><u><b>SPECIAL CONDITION OF EMPLOYMENT:</b></u> This position is considered a "covered position" in accordance with the DoD Policy for implementing the domestic violence amendment to the Gun Control Act of 1968 (18 U. S. CODE Section 922). Incumbency of this position is limited to persons who do not have a conviction of domestic violence under the law. The absence of a qualifying conviction is a condition of employment for all covered positions. Applicants who have been convicted of a crime of domestic violence are not eligible for this position. Upon selection for a covered position, and prior to the effective date of appointment, the individual will be required to certify on a DD Form 2760 that they do not have a qualifying conviction. Personnel in covered positions have an affirmative, continuing obligation to inform their supervisor if they have, or later obtain, a qualifying conviction. False or fraudulent information provided by candidates may be grounds for criminal and/or administrative proceedings, to include adverse action, up to and including removal. Please see DD Form 2760 for additional details.</p>
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**APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:**

When this announcement closes, each application will be evaluated. The Human Resources Office (HRO) will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. If there is more than one grade listed on this announcement, you may be found qualified at one of those grades according to the experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and will be forwarded to the selecting supervisor, up to ten qualified applicants. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your application is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION/RESUME PROPERLY.**

At a **minimum**, your application (a resume or OF 612) must include the following information:

1. A typed or neatly printed detailed narrative of your employment history is required.
2. Announcement number and title of the position for which you are applying.
3. Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
4. A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates (mm/yyyy) to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames. Include your military rank, civilian/federal grade, Company/ unit of assignment, and Title/ MOS/AFSC. List your position title, Federal grade/ step, supervisor, phone numbers, dates you have held each job and a detailed duty description.
  - a. **DO NOT** use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
  - b. List your National Guard (traditional/M-day duties) separately from your other job experiences. List your position, unit of assignment, and MOS or AFSC, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
5. If you have completed any technical, military, or college courses, include copies (unofficial/ official) of your school transcripts with the application. This may assist you in using the Substitution for Education.
6. **WRITE A SUMMARY OF EACH KSA** (including from and to dates (mm/yyyy) for each KSA) **TO EXPLAIN HOW YOU MEET THEM.**
7. List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses for possible credit towards qualifying.
8. Optional Form (OF- 306), Declaration of Federal Employment, may be attached to your application.
9. If mailing your application. **STAPLE** all documents together in one package. **DO NOT** use binders, folders or notebooks when you turn in your application. These items will not be returned to you. Applications/resumes that have been mailed in a U.S. Government envelope will not be accepted.
10. Please sign and date application if mailed, scanned or faxed.
  - a. The application must be received in the HRO not later than close of business (17:00 hours) on the closing date.
  - b. You may also fax your complete application to: (410) 576-6176, prior to the close of business at 17:00. The HRO is not responsible for incomplete faxes. Please contact HRO Main number (410) 576-6054 to ensure that your fax arrived and was complete.
  - c. You may also email your complete application to: [HROJOB@mdbalt.ang.af.mil](mailto:HROJOB@mdbalt.ang.af.mil). You will receive a confirmation email. Submit your emails prior to 23:59 on the closing date. The HRO is not responsible for delays in the network processing your email.

SUBMIT YOUR APPLICATIONS TO: Human Resources Office  
ATTN: HRO-Staffing Section  
Maryland National Guard, Human Resource Office, JFHQ  
29th Division Street Baltimore, Maryland 21201  
410-576-6052 or DSN 496-6052

**NOTES:**

All employees must participate in Direct Deposit/Electronic Fund Transfer.

As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-(1) year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service. Some Selectees' may have to serve another trial period if transitioning to another occupation series or entering into a supervisory position.

The HRO is responsible for notifying you that you were selected for the position. If you are selected, you will receive a letter in the mail from the HRO informing you of your in-processing date and a POC if you have questions.

**Selected Reserve Incentive Programs:** Applicants who are current recipients of an enlistment, reenlistment or extension bonus that accept a full time technician position will be terminated from bonus eligibility, with a possible recoupment action IAW your bonus contract. Please be advised to contact your Education/Retention Office for specific details regarding bonus recoupment prior to accepting a full time position with the MDNG.

**OSHA Physical (for specified occupational series):** Selectee(s) will be required to satisfactorily complete an OSHA physical examination prior to being assigned to some positions. Upon notification of selection, contact information will be forwarded to the selectee(s) requiring an OSHA physical because of the occupation series involved. Selectee' will be notified of a Start date upon successful completion of the OSHA physical.

IF YOU ARE NOT SELECTED FOR THE POSITION, the HRO will inform you that you were not selected. The HRO, may if requested, advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application/ resume.

**EXPLANATION:** An Excepted position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. Excepted Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. Excepted Technicians are required to wear appropriate military uniform, and must become active members of the Maryland National Guard.

**THE MARYLAND NATIONAL GUARD IS AN EEO EMPLOYER:** All applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (Excepted positions only). All announcements must be posted on Official MDNG unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (410) 576-6054, or DSN 496-6054.